

PROPERTY RETENTION GUIDELINES.

- **SAFEKEEPING** 120 DAYS
- **INVESTIGATORY** ONE (1) YEAR
- **MISDEMEANORS** 18 MONTHS
- **FELONIES** MUST RUN ALL
- **DECEDENT'S PROPERTY** FIVE (5) YEARS
- **VIOLATIONS** NINETY (90) DAYS
- **FOUND PROPERTY** DESTROY PROPERTY BASED ON
THE VALUE AS DETERMINED BY
THE FOLLOWING TABLE:

VALUE

TIME HELD

LESS THAN \$100.00	3 MONTHS
\$100.00 TO \$499.00	6 MONTHS
\$500.00 TO \$4,999.00	1 YEAR
MORE THAN \$5,000.00	3 YEARS

***NEVER DESTROY ARREST EVIDENCE OR INVESTIGATION EVIDENCE INVOLVING: HOMICIDE, SEXUAL OFFENSE / RAPE/ ARSON / EXPLOSION OR IAB INVESTIGATIONS.

Pearson Place Warehouse
12/31/2018 Retention Guidelines